

Confidential Reference Questionnaire

Important Information—Please Read!

Please use this form to submit your reference for the applicant for Kentucky's Highly Skilled Educators Program. Please note: The reference consists of three pages. Please complete pages 1-3 and return. This reference should be submitted as soon as possible. References not received by October 31, 2005, will not be accepted. Additionally, references not submitted on this form or a copy of this form will not be accepted. These are confidential and are not shared with the applicant. They are to be mailed or e-mailed directly to:

Connie Lester
Division of Scholastic Assistance
Kentucky Department of Education
500 Mero Street, Capital Plaza Tower #612
Frankfort KY 40601
Fax: (502) 564-7820
e-mail: clester@kde.state.ky.us

Name of Applicant:

Name of Person Completing
Form:

Title/Position:

Work Address:

Work Phone:

Relationship to Highly Skilled Educator applicant (check appropriate category):

Supervisor

Colleague

Other (list)

How long have you known the applicant?

Professionally:

Personally:

Please rate the candidate in the following areas by checking the appropriate column:

4 = Outstanding 3 = Well Developed 2 = Developing 1=Needs to Develop

SKILL/DIMENSION	1 Lowest	2	3	4 Highest
1. Professional Attitude/Judgment				
2. Leadership Skills				
3. Organizational Skills				
4. Written Communication Skills				
5. Motivational Skills				
6. Sensitivity to Others				
7. Time Management Skills				
8. Oral Communication Skills				
9. Stress Management Skills				
10. Program Planning and Evaluation Skills				
11. Conflict Resolution Skills				
12. Skill in Working with Diverse Groups				
13. Skill in Analyzing and Interpreting Assessment and other Data				
14. Skill in working with Parents/Community				
15. Interpersonal Skills				
16. Facilitation Skills				
17. Presentation Skills				
18. Work Ethic				
19. Awareness of Standards & Indicators for School Improvement (school and/or district version)				
20. Knowledge of current educational practice in Kentucky				

Comments:

1. What interpersonal skills have you observed in the applicant that you believe enable him/her to successfully help others to improve?

2. What are this applicant's greatest assets as an educational leader and supporter of change? Please include specific examples.